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# **CalJOBS Help Sheet #4**

## **How to Create a WIOA Application in CalJOBS**

Prepared by: Research and Statistics Division

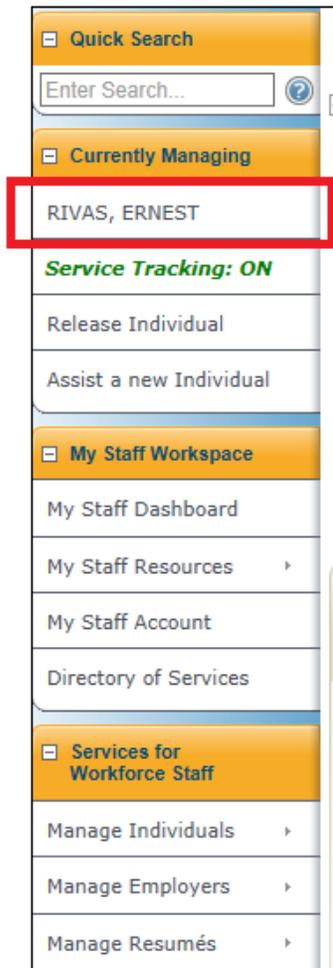
## How to Create a WIOA Application in CalJOBS

This section describes how to create a new WIOA Application in CalJOBS step by step.

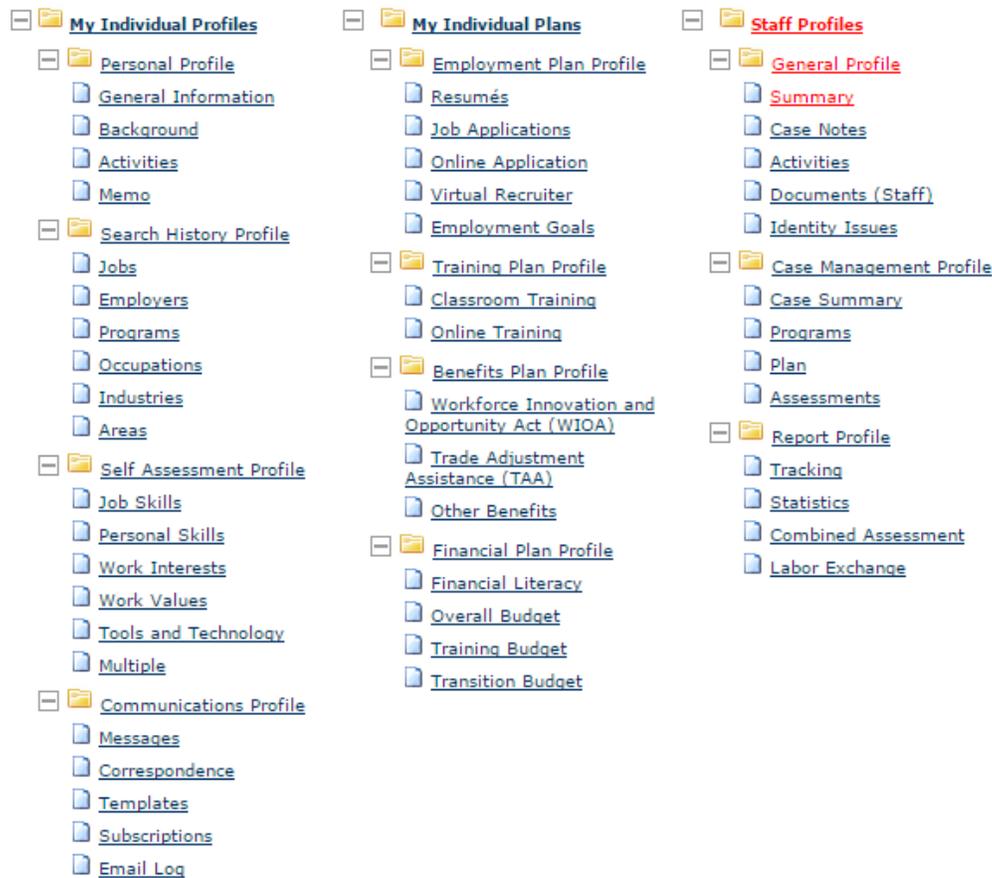
For Staff Access and how to Register a Jobseeker, please refer to Help Sheets 1 (How to Access CalJOBS) and 2 (How to Register a Jobseeker in CalJOBS).

Creating a WIOA Application:

1. To find an individual, search for the participant using a unique identifier such as SSN or username by clicking “Assist a new Individual”, otherwise navigate towards the left navigation panel and click on the participant’s name located on the top portion of the bar under the Currently Managing yellow tab.



2. Once you click on the participant's name, you will notice that the system will show a series of folders containing links within the each folder. These folders will help the user access other parts of the system. To create a new WIOA application, navigate towards the Case Management Profile link under Staff Profiles. If the folder appears collapsed, you may expand it by clicking on the (+) icon located to the left of the folder name.



Expanded view of the system folders

Click on the (+) icon located to the left of the folder name

- a. Once you expand the Case Management Profile folder, locate and click the Programs link (note that both the folder name and link are now in red font, this indicates that you are currently in that particular section of the system), the system will now show a container right under the system folders with links to the different Federal Programs that CalJOBS currently supports.



The screenshot shows a web application interface with four tabs: 'Case Summary', 'Programs', 'Plan', and 'Assessments'. The 'Programs' tab is selected. Below the tabs, there is a link 'Show Filter Criteria'. A list of programs is displayed, each with a plus sign on the left and a link to the program name followed by the number of applications:

- + [Wagner-Peyser \(WP\) Program - 1 Application](#)
- + [Trade Adjustment Assistance \(TAA\) Program - 0 Applications](#)
- + [Workforce Innovation and Opportunity Act \(WIOA\) Program - 1 Application](#)

The links to all the available programs are shown above.

- Next, locate the Workforce Innovation and Opportunity Act (WIOA) Program link, you can expand this link by either clicking the (+) located on the left side of the link, or by clicking directly on the link. The Create Workforce Innovation and Opportunity Act (WIOA) Program link appears.



The screenshot shows the expanded view of the WIOA program link. It displays a minus sign on the left, followed by the link text: [Workforce Innovation and Opportunity Act \(WIOA\) Program - 1 Application](#). Below this, a new link is visible: [Create Workforce Innovation and Opportunity Act \(WIOA\) Program](#).

- Click on the Create Workforce Innovation and Opportunity Act (WIOA) Program link to open a new WIOA application.



The screenshot shows the expanded view of the WIOA program link. It displays a minus sign on the left, followed by the link text: [Workforce Innovation and Opportunity Act \(WIOA\) Program - 1 Application](#). Below this, a new link is visible: [Create Workforce Innovation and Opportunity Act \(WIOA\) Program](#). A red arrow points to the 'Create Workforce Innovation and Opportunity Act (WIOA) Program' link.



- a. Check the applicable Eligibility box if participant is applying for such service and enter the eligibility date.  
*(Note: If you do not enter an application date and eligibility date, you will not be able to continue the application.)*

Adult Eligibility:   
 Adult Eligibility Date:  (mm/dd/yyyy)   
 Dislocated Worker Eligibility:   
 Youth Eligibility:

- b. Select the agency code by clicking on the Agency Code Search link. In the search field, type "LAO" to bring up LA County agency codes.

Agency Code: [Agency Code Search](#)  
 -

*(Note: Although the system does not require to input the agency code, LA County requires all agencies to input agency codes.)*

Clicking the link of the Agency Code Search field will bring up this window. Click on the Search button.

Make sure to select the agency with the "LAO" preceding the name of the agency.

- c. Select the appropriate Office Location from the dropdown list. Please note that the Local Area/Region will always be Los Angeles County Department of Community, and Senior Services.

**Location Information**  
 Local Area/Region:   
 Office Location of Responsibility:   
 Office Location:   
 Agency Code: [Agency Code Search](#)  
 -

*\*Please make sure to select the correct Office Location that contains "WIOA" preceding the agency name, i.e. WIOA – Antelope Valley – AJCC.*

d. Select the Case Manager for the participant. Click Next.

Click the Assign Case Manager link to assign a staff member.

*(Note: Although assigning a case manager is optional in the system, LA County requires all individuals to have a case manager.)*

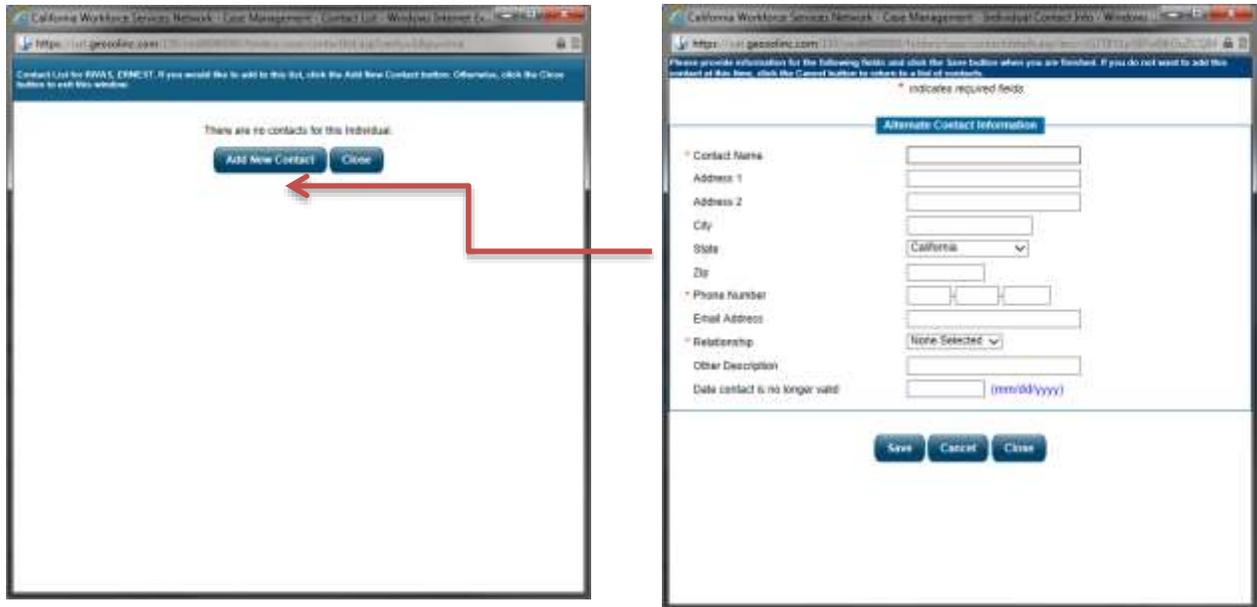
Clicking Exit Wizard will exit out of the application form without saving changes.

Click Next to save entered information and continue to next page.

6. Complete the Contact Information tab for the individual. Click Next.

Check here to allow saving of a partial application

- a. Verify that the Contact information is correct. Make certain that the SSN and Address are verified by clicking on the Verify link located under the SSN field and under the Country field respectively. Select the appropriate documentation for verification.
- b. Verify that the mailing information is correct. Add Alternate Contacts if applicable. To create an Alternate Contact list, click on the Manage Alternate Contact(s) link located above the Contact List section.



Click on the Add New Contact button to add a new contact. When done, click Save.

- c. When done completing the second page of the WIOA application, click next to save the information and proceed to the next screen.

\* If you must go back to the previous screen, use the  button located at the bottom of each page. Do not use the back button from the browser as the information that was just entered will not be saved.

\* Selecting the  Check here to allow saving of a partial application box will save the information up to that particular point in the application if you need to work on it at a later time.

- Verify and enter any missing information on the Demographic Information page. Click Next.

Demographic Information

**Date of Birth:**

[ [Verify](#) | [Scan](#) | [Upload](#) | [Link](#) | [View](#) ]

**Age at Earliest Eligibility:** 21 (Today's Age: 21)

**Gender:**  Male  Female

[Selective Service Website](#)

**Registered for the Selective Service:**  ▼

[ [Verify](#) | [Scan](#) | [Upload](#) | [Link](#) | [View](#) ]

**Selective Service Registration Number:**

**Selective Service Registration Date:**

**Authorization to Work in US:**  ▼

[ [Verify](#) | [Scan](#) | [Upload](#) | [Link](#) | [View](#) ]

Documentation in Case File

**Considered to be of Hispanic heritage:**  Yes  No

**Race - Ethnicity:**

- African American/Black
- American Indian/Alaskan Native
- Asian
  - Indian
  - Bangladeshi
  - Nepalese
  - Bhutanese
  - Chinese
  - Malaysian
  - Laotian
  - Vietnamese
  - Other Asian
  - Pakistani
  - Sri Lankan
  - Sikkimese
  - Japanese
  - Korean
  - Thai
  - Cambodian
  - Filipino
- Hawaiian/Other Pacific Islander
- White
- I do not wish to answer.

**Considered to have a disability:**  Yes  No

[ [Verify](#) | [Scan](#) | [Upload](#) | [Link](#) | [View](#) ]

**Type of Disability:**  ▼

8. Enter and verify the participant's Veteran Information. Click Next.

**Transitioning Service Member**

• **Transitioning Service Member:**  Yes  No

**Type of Transitioning Service Member:**

**Estimated Discharge Date:**  (mm/dd/yyyy) Today

**Veteran Information**

• **Eligible Veteran Status:**  Yes <= 180 days  
 Yes, Eligible Veteran  
 Yes, Other Eligible Person  
 No

[ [Verify](#) | [Scan](#) | [Upload](#) | [Link](#) | [View](#) ]

[Obtain DD214](#)

• **Served more than 1 tour of duty:**  Yes  No

**Military Service Entry Date:**  (mm/dd/yyyy)

**Military Service Discharge Date:**  (mm/dd/yyyy)

• **Campaign Veteran:**  Yes  No

[Campaign / Expedition link](#)

• **Disabled Veteran:**

Recently separated veteran (within the last 48 months):  Yes  No

[Calculated Months from Eligibility Date not available.](#)

Attended a Transition Assistance Program (TAP) workshop within the last 3 years:  Yes  No

## 9. Enter and verify any employment information in the Employment tab. Click Next.

**Employment Information**

• Employment Status:  [ Verify | Scan | Upload | Link | View ]

• If Employed, Individual is Under-Employed:  Yes  No  Not Applicable

• Receiving Unemployment Compensation:  [ Verify | Scan | Upload | Link | View ]

Number of Weeks Unemployed:

Meets Long Term Unemployment Definition:  Yes  No

Current or Most Recent Hourly Rate of Pay:  [Search Onet](#)

Occupation of Most Recent Employment Prior to WIA/WIOA participation (if available): -

• Farmworker Status:

Type of Qualifying Farmwork:

**Employment History**

Company Name	City	Job Title (Occupation)	Start/End Dates	Action
No Employment History				

[\[Add Employment History\]](#)

*Note: You will see the dislocated worker category when the individual is eligible for dislocated worker eligibility.*

**Dislocated Worker**

Dislocated Worker Category:

- Category 1: Terminated or laid off, or has received notice of termination or layoff, and is eligible for or has exhausted entitlements to UC, and is unlikely to return to previous industry or occupation.
- Category 2: Terminated or laid off, or has received notice of termination or layoff, and has been employed for sufficient duration (based on state policy) to demonstrate workforce attachment, but is not eligible for UC due to insufficient earnings, or the employer is not covered under the state UC law, and is unlikely to return to previous industry or occupation.
- Category 3: Individual is terminated or laid off, or has received notice of termination or layoff, from employment as a result of the Permanent closure of or substantial layoff at a plant, facility or enterprise.
- Category 4: Individual is employed at a facility at which the employer has made a general announcement that the facility will close. Enter the date the facility will close (if known) in the Projected Layoff Date below.
- Category 5: Individual was previously self-employed (including farmers, ranchers and fishermen), but is unemployed due to general economic conditions in the community of residence or because of natural disaster. Record the last date of self-employment in the Actual Layoff Date.
- Category 6: Displaced Homemaker: An individual who has been providing unpaid services to family members in the home and has been dependent on the income of another family member but is no longer supported by that income; or is the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of a deployment, or a call or order to active duty, or a permanent change of station, or the service-connected death or disability of the member; and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.
- Category 7: The spouse of a member of the Armed Forces on active duty, and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member.
- Category 8: The spouse of a member of the Armed Forces on active duty and who is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.
- None of the above. Individual does not meet the definition of Dislocated Worker.

[ Verify | Scan | Upload | Link | View ]

Projected Layoff Date:  [\[X\] Today](#)

Actual Layoff Date (if date is in the future, please leave empty):  [\[X\] Today](#)

Attended a Group Orientation (Rapid Response):  Yes  No

Most Recent Date Attended Rapid Response Service:  [\[X\] Today](#)

[Event Search](#)

Dislocation Event #:

[Search Individual Employment History](#)

Dislocation Employer:

Employer Address 1:

Employer Address 2:

Employer City:

Employer State:

Employer Zip:

Dislocation Hourly Wage:

10. Enter and verify the participant's education information in the Education tab. Click Next.

**Educational Information**

- Current Highest School Grade Completed (from registration):
- Federally Reported Highest School Grade Completed:

[ Verify | Scan | Upload | Link | View ]
- School Status:

[ Verify | Scan | Upload | Link | View ]
- (WIOA) Attending any School (per state definition)   
Excluding Adult Education:

[ Verify | Scan | Upload | Link | View ]

11. Enter the public assistance information on the Public Assistance tab. Click Next.

**Public Assistance**

*Individual or member of a family that is receiving, or in the past 6 months has received, the following:*

- TANF:  Yes  No

[ Verify | Scan | Upload | Link | View ]
- Supplemental Security Income (SSI):  Yes  No

[ Verify | Scan | Upload | Link | View ]
- State or Local Income-Based Public Assistance (General Assistance):  Yes  No

[ Verify | Scan | Upload | Link | View ]
- Supplemental Nutrition Assistance Program (SNAP):  Yes  No

[ Verify | Scan | Upload | Link | View ]
- Refugee Cash Assistance (RCA)  Yes  No

[ Verify | Scan | Upload | Link | View ]

*Individual receives, or in the last 6 months, received:*

- Receiving Social Security Disability Insurance Income (SSDI):  Yes  No

[ Verify | Scan | Upload | Link | View ]

*Individual currently meets the following:*

- Receiving, or has been notified will receive, Pell Grant:  Yes  No

12. Enter and verify the participant's barriers in the Barriers tab. Click Next.

**Individual Barriers**

- English language learner  Yes  No  
[\[ Verify \]](#) [\[ Scan \]](#) [\[ Upload \]](#) [\[ Link \]](#) [\[ View \]](#)
- Basic skills deficient  Yes  No  
[\[ Verify \]](#) [\[ Scan \]](#) [\[ Upload \]](#) [\[ Link \]](#) [\[ View \]](#)
- Add/View Basic skills scores: [Click Here](#)
- Homeless:  Yes  No  
[\[ Verify \]](#) [\[ Scan \]](#) [\[ Upload \]](#) [\[ Link \]](#) [\[ View \]](#)
- Offender - Individual has been arrested/convicted of a crime:  Yes  No  
[\[ Verify \]](#) [\[ Scan \]](#) [\[ Upload \]](#) [\[ Link \]](#) [\[ View \]](#)

**Barriers to Employment**

- Considered to have a disability: No
- Displaced Homemaker  [\[ Verify \]](#) [\[ Scan \]](#) [\[ Upload \]](#) [\[ Link \]](#) [\[ View \]](#)
- Meets long term unemployment definition: No
- Within 2 years of exhausting TANF lifetime eligibility:  Yes  No
- Older Individual (age 55 and older): No
- Hawallan Native:  Yes  No
- Hawaiian or Pacific Islander is not selected as a Race for this individual. Please update the Demographics section if this is not accurate.*
- American Indian/Alaskan Native: No
- Single Parent (including single pregnant women):  Yes  No
- Individual facing substantial cultural barriers:  Yes  No
- Eligible Migrant Season Farmworker as defined in WIOA Sec 167(l):  Yes  No
- Meets Governor's special barriers to employment:  Yes  No

13. Enter and verify the participant's family income information in the Family Income tab. Click Next.

**Family Income**

• Due to the individual's disability, they qualify as a Family of 1:  Yes  No

Low Income has not been established based on previous entries. Therefore, low Income will be based on family size and Income. Family size and Income are required entries.

• Family Size:    
 [ Verify | Scan | Upload | Link | View ]

• Annualized Family Income:    
 [ Verify | Scan | Upload | Link | View ]

[Income Table](#)

(Note: Click on the income table link for help on income guidelines.)

Income Level Guidelines - Google Chrome

https://www.caljobs.ca.gov/vosnet/Programs/Application/WIA/incometable.aspx?enc=

Income Level Guidelines  
Effective Date: 7/17/2015

Family Size	Poverty	Income
1	11770*	10740
2	15930	17600
3	20090	24164
4	24250	29830
5	28410	35201
6	32570	41172
7	36730	47143
8	40890	53114
For each additional person in a family above eight, add	4160 per person	5971 per person

\* When Poverty value is greater than Income value, use Poverty value for low Income.

14. Complete the Miscellaneous tab. Click Next.

**Barriers**

• Gang Status:

• Youth of Incarcerated Parent:  Yes  No

Parole Number:

• Substance Abuse:  Yes  No

Without Health Care Benefits:  Yes  No

**Employment**

15. In the Eligibility and Grants tab, you will have the opportunity to see the eligibility status for your participant. Also, here's where you specify if the participant is to be enrolled for locally funded grants or other special grants. Click Finish when done.

**Applicant Eligibility**

Applicant meets the definition for low income:  No

Income Table: [Income Table](#)

Program	Eligible	Priority	Exception/Limitation	Reason(s) Not Eligible	Action
ABC Services	Undetermined			No ABC Eligibility Date.	<input type="checkbox"/> Inactive
Adult	Yes				<input type="checkbox"/> Inactive
Dislocated Worker	No			No Dislocated Worker Category selected.	<input type="checkbox"/> Inactive
Youth	Undetermined			No Youth Eligibility Date.	<input type="checkbox"/> Inactive

VET = Veteran, BSD = Basic Skills Deficient, PA = Public Assistance, LI = Low Income, SLP = Additional Priorities

[Save Checkboxes](#)

The Priority column will have the acronyms listed on the last row. (VET,BSD,PA,LI,SLP)

Checking any of these inactive boxes will render the participant ineligible for that particular WIOA program.

**WIOA Grant Eligibility**

National Dislocated Worker Grant NDWG:  Yes  No  Not Applicable

Statewide Adult Eligibility:  Yes  No  Not Applicable  Inactive

Statewide Dislocated Worker Eligibility:  Yes  No  Not Applicable  Inactive  
Applicant does not meet the requirements for Statewide Dislocated Worker eligibility.

Statewide Youth Eligibility:  Yes  No  Not Applicable  Inactive  
Applicant does not meet the requirements for Statewide Youth eligibility.

Statewide Incumbent Worker Eligibility:  Yes  No  Not Applicable  Inactive

Statewide Rapid Response Additional Assistance Eligibility:  Yes  No  Not Applicable  Inactive  
Applicant does not meet the requirements for Statewide Rapid Response Additional Assistance eligibility.

The WIOA Grant Eligibility section is automatically prepopulated based on the information from the previous tabs. You may specify if additional grants are necessary.

**Non-WIOA Grants**

Non-WIOA Special Grants:  Yes  No  Not Applicable  Inactive

Local Funded Grants:  Yes  No  Not Applicable  Inactive

**Grants**

Grant Type	Grant ID	Grant Name	ETA/Local Grant Code	Date Added	Action
No records found					

[View Available Grants](#)

**Staff Eligibility Information**

Current Case Manager: Case currently Not Assigned to a Case Manager  
[Assign Case Manager](#)  
[Assign Me](#)  
[Remove Case Manager Assignment](#)

Comments:

[ Spell Check ]

[ Add a new Case Note | Show Filter Criteria ]

ID	Create Date	Subject	Action
No data found.			

If you want to add a case note you may do so by clicking "Add a new Cast Note" at the bottom of the tab.